

# RECORDS RETENTION SCHEDULE

RC-50, Revised 5/1999

(Return to Public Records Administrator)



STATE OF CONNECTICUT  
Connecticut State Library  
PUBLIC RECORDS ADMINISTRATION  
231 Capitol Ave., Hartford, CT 06106

FOR OFFICE USE ONLY

Retention Schedule # 01-1-2

This schedule is: ① original; revised.  
If revised, enter previous retention schedule  
number here: # \_\_\_\_\_

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Agency: University of CT/Dept. of Environmental Protection	Address: Route 44, Longley Bldg., Storrs, CT 06269-210 79 Elm St., Hartford, CT 06106
Division or Unit: ENVIRONMENTAL RESEARCH INSTITUTE	

ITEM NUMBER (i.e. S1-065)	RECORD SERIES <sup>1</sup> TITLE	APPROVED RETENTION PERIOD		ARCHIVAL DESIGNATION (to be filled in by State Archivist)
		Office	Records Center or approved off-site facility <sup>2</sup>	
	The Department of Environmental Protection contracts with Uconn ERI for analysis of fine particulates(PM2.5) in the air. These samples run every three days for a 24 hour period and are collected by DEP's field staff. They are then delivered to ERI for weight analysis. The following record series represents the steps taken to ensure valid measurement of filter cartridges for particulates:			
1. ✓	PM 2.5 Lab Sample Record - This record series is used to identify & document the pre & post weights of each filter and the temperature & humidity of the environment to ensure consistency during weighing.	1 Year @ ERI	4 Years @ DEP	
2.	Annual Recertification of Weights - This record series documents calibration of scale weights by Connecticut's Consumer Protection, Weights & Measures Division. It is used to certify accuracy of weights & therefore the scale on which the filters are weighed.	5 Years @ ERI		
3.	Microbalance Audit Sheet - This record series documents the error in the microbalance.	5 Years @ ERI		

<sup>1</sup> Record Series is a group of similar or related records arranged under a single filing system or kept together as a unit because they relate to a particular subject, result from the same activity, or have a particular form.

<sup>2</sup> Records with a permanent retention period cannot be stored at the Records Center. If you believe a record should be maintained permanently outside the office, it should be appraised for possible transfer to the State Archives. In this case, leave blank, and the State Archivist will review it.

Approved (Agency Records Management Liaison Officer) <i>Victoria N. Wentworth</i>	Typed Name of RMLO: <i>Victoria N. Wentworth</i>	Title: <i>Agency RMLO</i>	Date: <i>3 120 101</i>
Approved (State Archivist) <i>Charles H. Jones</i>	Date: <i>3 126 101</i>	Approved (Public Records Administrator): <i>James R. McBride</i>	Effective Date of Schedule: <i>3 126 101</i>

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4. ✓	Filter Data Sheet - This record series contains all information (i.e. site location, filter number, etc.) from the field, required to obtain the final pollutant concentration.	5 Years @ DEP		
5.	Internal Data from Sampler - This is electronic information down loaded from the R&P samplers required to obtain the final pollutant concentration.	5 Years @ DEP		
6. ✓	Performance Check Sheet - This record series documents the Flow rate, Ambient Pressure, and temperature certification. This item will appear on the back of #4 above.	5 Years @ DEP		
7.	Calibration Data Sheet - This record series documents the periodic calibration required to assure accuracy.	5 Years @ DEP		
8.	Audit Check Sheet - This record series documents the independent checks done on instrumentation of the network.	5 Years @ DEP		
9.	Humidity Log Book - This composition book contains the information needed to calculate the slope, intercept, and correlation coefficient of the transfer standard.	5 Years @ DEP		
10.	Access Database System - This record series is a PC database which is used to produce interim reports as well as final outputs for submission to the National Computer Center.	PERMANENT @ DEP		

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Approved (State Archivist) <i>Mark H. Jones</i>	Date: <i>3 126 101</i>	Approved (Public Records Administrator): <i>James B. Jones</i>	Effective Date of Schedule: <i>3 126 101</i>